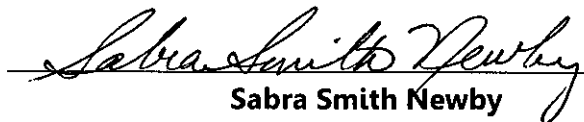


Policies, Procedures, and Rental Rates

Clark County Government Center

Effective: January 1, 2017


Sabra Smith Newby
Assistant County Manager

GENERAL PROVISIONS

1. Pursuant to Clark County Administrative Guideline 4, the County Manager has the ability to end the renting of any rooms or facilities located within designated county buildings.
2. All renters must be at least 18 years of age.
3. Rental is not available on legal government holidays as defined by NRS 236.015. If a renter has rented the Clark County Government Center (CCGC) Amphitheater (Amphitheater) and also wishes to rent a space inside the CCGC on a holiday, he or she must receive prior written approval from the County Manager or designee to rent the space. The Facility Rental Coordinator can assist in gaining prior written authorization.
4. Renters must avoid soliciting County employees unless expressly permitted inside or outside the building.
5. The CCGC Commission Chambers (Chambers), County Room (Rotunda), and the Community Room (Pyramid) are not available for commercial use or non-County sponsored non-profits during CCGC operating business hours. For the purposes of this policy, these hours are defined as 7:00am until 6:00pm, Monday-Friday.

The public has the right-of-way during CCGC operating business hours. The public must have unobstructed access to all exhibits, entryways, hallways, and exits.

6. Any event held at the Amphitheater that also requires the use of the Pyramid shall be subject to all policies and procedures within this document.
7. No pets, except for service animals and service animals in training, are allowed inside the CCGC. For the purposes of this policy, "service animals," as more fully defined at 28 CFR 36.104, means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. "Service animal in training" means a dog or a miniature horse that is being trained as a service animal.

RENTAL CATEGORIES

1. **"Benefit to Clark County"** – A benefit to Clark County is defined, for the purposes of this policy as requiring that the event must contain an element that would allow Clark County or its employees to benefit from the facility rental.
2. **"Clark County"** is defined as any Agency or Department that is governed by the Clark County Board of County Commissioners (BCC). Any Clark County Agency/Department requesting to book an event and allows Clark County to receive a benefit from the event will not be charged any of the rental fees. Clark County Departments or Agencies have third preference on a rental space and date following the BCC and County Senior Management (Senior Management).
3. **"Clark County Board of County Commissioners"**
 - a. **"Commissioner Hosted"** is defined as an event that is hosted by a member of the BCC, exclusively, and allows Clark County to receive a benefit from the event. These events will receive an exemption of rental fees for the use of CCGC facilities. An event hosted by a member of the BCC takes precedent over any other rental if no other renter has already secure the date(s) or space(s). *Please Note:* Direct charges (e.g. labor) may be charged.
 - b. **"Commissioner Sponsored"** is defined as an event that is sponsored by a member of the BCC and allows Clark County to receive a benefit from the event. These events will not receive an exemption of rental fees or other additional charges for the use of CCGC facilities.
4. **"Clark County Sponsored Non-Profit Organization"** is defined as a non-profit that is an IRS registered 501 (c) organization that is hosting an event in conjunction with a Clark County Agency/Department. The non-profit and sponsoring Department or Agency shall submit written documentation regarding the sponsorship. The written documentation must include a copy of the current/active IRS letter granting non-profit status for the County's records. The Facility Rental Coordinator or designee will determine if the sponsorship allows Clark County to receive benefit from the event. If the Facility Rental Coordinator or designee determines that the event will allow for a benefit, the non-profit shall receive an exemption of the rental fees for use of the CCGC facility. The \$250 refundable fee for maintenance will still be required.
5. **"Commercial Use/Private Use"** (Commercial) is defined as any private or commercial gatherings that could include birthday parties, conferences, weddings, proms, meetings, etc. This term also includes any for-profit education institution. The examples of commercial events provided, here, are not meant to be exhaustive.

6. **"Government Agencies"** is defined as any other government agency whether it is at the local,¹ state, or federal level. Government agencies will receive an exemption of rental fees for the use of CCGC facilities when the Facility Rental Coordinator or designee has determined that Clark County will receive a benefit.
7. **"Non-Profit Organization"** is defined as any non-profit that is an IRS registered 501 (c) organization that is hosting an event at the CCGC that is not being sponsored by a Clark County Agency/Department. These non-profit organizations will be subject to reduced rental fees. The non-profit agency must provide a copy of the current/active IRS letter granting non-profit status for the County's records.
8. **"Major Political Parties"** - Pursuant to NRS 293.134, public buildings or portions thereof are to be made available without monetary charge to any state or county central committees of major political parties during the presidential election years and at other times for the purpose of conducting precinct meetings for a charge not greater than for other non-commercial groups during the same year. At other times as outlined in NRS 293.134, the political parties shall be charged the Non County Sponsored Non-Profit Rate. *Please Note:* Direct charges (e.g. labor) may be charged.

¹ Local government has the definition that is set forth under NRS 237.040.

ROOM CAPACITY & RENTAL RATES

Room Size & Capacity				
Room	Square Feet	Maximum Capacity	Commercial Rate	Non-Profit Rate ²
Chambers	N/A	438	\$150/hour	\$80/hour
Pyramid	6640	400	\$200/hour	\$150/hour
Rotunda	5513	N/A	\$180/hour	\$130/hour

ADDITIONAL CHARGES

- 1. Maintenance/Emergency Fee-** All renters shall be charged an additional \$250 refundable fee for each event to cover expenses related to facility maintenance, and in the case of an emergency. This fee shall not be waived except for any Commissioner Hosted or Clark County Agency/Department event. This fee shall be delivered by check to the Executive Assistant to the Director of Real Property Management (RPM).
- 2. Chambers Voting Equipment Fee-** The Chambers Voting Equipment is available only for meetings, in which a representative from the BCC sits on, an Advisory Board or Commission designated or appointed by the BCC, or after a request has been pre-approved from the Clark County Department of Public Communications. If any other request has been pre-approved by the Facility Rental Coordinator, the fee assessed to use the voting equipment is \$50 per hour. The pre-determined fee for the voting equipment will be included in the rental contract.
- 3. Amphitheater Fees-** Fees related to the Amphitheater can be found at <http://www.clarkcountynv.gov/depts/parks/Pages/amphitheater.aspx>. If a renter wishes to rent the Amphitheater, the renter must coordinate and sign a separate agreement with the designated contact person in the Clark County Parks & Recreation Department. Approval of a contract to rent the Amphitheater does not guarantee approval of a contract to rent a space inside the CCGC.

² The non-profit rate is for the following categories: Commissioner-sponsored, 'Clark County Sponsored Non-Profit Organization,' Non-Profit Organization, and where applicable, 'Major Political Parties.'

RENTAL POLICIES & PROCEDURES

The following policies and procedures have been developed to ensure that an event at the CCGC campus will be a safe and enjoyable experience for all.

RESERVATIONS/DEPOSITS/PAYMENTS

1. There shall be no more than one event held at the CCGC campus at any given time unless Senior Management gives prior written authorization to the Facility Rental Coordinator or designee.
2. In order for renters to secure a date, a 50% deposit of the rental rate is required. No reservation is confirmed until the required deposit is received. Cashier Checks or Money Orders are the only acceptable forms of payment. The County recommends that reservations be made as early as possible and at least 30 calendar days in advance for most events. No event except for a Commissioner Hosted or a Clark County Agency/Department event can be reserved less than 30 calendar days in advance. Reservations can be made up to one year in advance.
3. The remainder of the rental fee will be due ten (10) calendar days prior to the date of the event.
4. A \$35.00 dollar fee will be assessed to the renter for all checks returned to the County for non-sufficient funds.
5. A rental contract covering rates and policies will be required between the renter and Clark County for each scheduled event. No contract shall be assigned to a third party and/or event planner on behalf of the renter. This provision applies to those renting both the Amphitheater and a space inside the CCGC. Commissioner Hosted or Clark County Agency/Department events are not required to sign a rental contract.

CANCELLATIONS/REFUNDS

1. The 50% deposit will be refunded if written cancellation is received 30 calendar days prior to the scheduled date of the event. If the cancellation occurs more than four (4) calendar days before the event, but less than 30 days before the event, 50% of the 50% deposit will be returned. There will be no refund issued if a cancellation occurs within four (4) calendar days or less prior to the scheduled event.
2. Clark County reserves the right to cancel the event at any time deemed necessary by the County to protect the public interest. In this case, a full refund will be granted. The County is expressly released from any liability the renter could incur with third parties.

3. In the event of an occurrence such as a natural disaster, fire, destruction, war, governmental order, quarantine and administrative evacuation (e.g. bomb threats) or other forces outside of Clark County's control, any event scheduled will automatically be canceled. The renter is responsible for notifying the participants, vendors, and any-subcontracted vendors. In the event of an occurrence listed here, a full refund could be granted. The County is expressly released from any liability the renter could incur with third parties.

RENTAL HOURS

1. Rental hours include the time for set-up and breakdown. The length of the event including the set-up and breakdown time requires prior written authorization by the Facility Rental Coordinator or designee.
2. If the event exceeds the rental hours written into the contract, the renter will be required to pay the full rental fees for all additional hours or portions thereof.
3. No event shall start before 9:00 am on a weekend unless the Facility Rental Coordinator or designee has given prior written authorization from the County Manager or designee.
4. No Commercial event or Non-Profit Organization that is not sponsored by the County can rent a space until after 6:00 pm on the weekday. Prior written authorization must be given by the Facility Rental Coordinator or designee if a commercial event or a non-profit organization that is not sponsored by the County is renting a space during a weekday.
5. All events inside the CCGC must end by 11:00 pm unless the Facility Rental Coordinator or designee has given prior written authorization. If the event is also using the Amphitheater, the inside portion of the event must comply with this requirement unless prior written authorization has been given to the renter.

LEGAL REQUIREMENTS

1. No activity shall be conducted at the CCGC which violates any law, ordinance, rule, or regulation of the United States and the State of Nevada, any ordinances of the City of Las Vegas, and wherever applicable, any rules or regulations of the Clark County Code of Ordinances, the Southern Nevada Health District, Las Vegas Metropolitan Police Department (LVMPD), or the City of Las Vegas Fire & Rescue (LVFR).
2. No activity shall be done, nor item sold or distributed, that displays specified sexual activities or specified anatomical areas, drug paraphernalia, marijuana products, or language that is abusive, threatening, profane, or indecent. "Specified sexual activities" and "specified anatomical areas" are defined in the Clark County Code of Ordinances.

INSURANCE

1. The renter must provide a Certificate of Insurance evidencing aggregate public liability coverage of at least \$1,000,000 per occurrence no later than 14 calendar days prior to the scheduled event. The deductible for such insurance may not exceed \$25,000 without prior written County authorization. The Certificate of Insurance shall name the County as an additional insured for the duration of the event at no extra cost to the County. If any event requires the presence or retention of the LVMPD, a separate Certificate of Insurance naming LVMPD as an additional insured is required. The County requires a twenty-one (21) day advance notice for cancellation of any insurance policy listing the County as an additional insured related to the scheduled event. The renter assumes liability for damage to any County property caused by the renter, his/her guests, employees, agents and contractors, including vendors such as caterers, bartenders, musicians, disc jockeys, and any other party who is hired by the renter to provide services for the event.
2. The renter is responsible for complying with all Clark County insurance policies and procedures. No modifications or waivers of the insurance requirements will be granted without the express written approval of Clark County Risk Management. Clark County has no obligation to waive any insurance requirements delineated by statute or code. If the Renter has any questions regarding these requirements, the renter may contact Clark County Risk Management.
3. Any function at which alcohol is served is not eligible for a waiver of any insurance limits or deductibles. This provision also applies to any Commissioner Sponsored, Clark County Agency/Department event, or a Clark County Sponsored Non-Profit Organization event.

PERMITS

1. All required permits must be obtained at least 21 calendar days prior to the event unless the County Manager or designee gives prior written authorization. The Facility Rental Coordinator can assist in gaining prior written authorization. It is the renter's sole responsibility to ensure that all appropriate permits are obtained for themselves, and that the contracted or sub-contracted vendors obtain the appropriate permits as well.

SECURITY

1. All renters are required to provide their own security. A minimum of one (1) security guard is required for each event and up to 99 guests. For each additional 99 guests, an additional security guard will be required. The table, below, indicates the requirements for security guards.

Number of Attendees/Guests	Number of Security Guards
1-99	1
100-199	2
200-299	3
300-399	4
400-499	5

2. The County reserves the right to require more security guards than listed in this policy.
3. The information related to the security company and security plan must be submitted to the Facility Rental Coordinator at least 14 calendar days prior to the event. The security company must be bonded and unarmed.
4. Any Commissioner Hosted, Clark County Agency/Department, or Clark County Sponsored Non-Profit Organization events will be allowed to use CCGC security with prior notification to the Clark County Department of RPM.
5. Renters will be given the 24-Hour telephone number for the contracted security company on the premises for the CCGC in case there are any emergencies. The facility re

SAFETY

1. Electrical cords may not cross access paths. All electrical cords must be fastened, covered, or taped to prevent attendees, members of the public, and Clark County employees from tripping.
2. Safety devices may not be removed. Safety devices can include, but are not limited to: fire extinguishers, sprinklers, and smoke detectors.
3. Exits and exit access paths may not be blocked during set-up, the event, and breakdown.

ACCESS

1. The County reserves the right to control the premises: to enforce all of its rules and/or regulations regarding the premises, and to inspect the premises during the scheduled event, without unreasonably interfering with the renter's event.

2. The County shall have the right to eject any person from the premises for violation of the law, rule, or regulation without liability.

USE RESTRICTIONS

1. Art exhibits in the Rotunda may not be removed or touched. No exceptions will be granted.
2. All decorations and signs must be freestanding. Decorations cannot be hung on the wall. No exceptions will be granted.
3. Outside signage must be preapproved by the Facility Rental Coordinator at least 14 calendar days in advance of the event. Outside signage must be freestanding. No outside signage can be hung on any wall or surface.
4. The use of glitter, confetti, rice, birdseed, live flower petals, helium-filled balloons, and other similar celebratory devices inside the CCGC is prohibited. No exceptions will be granted.
5. No candles are allowed. Open flames are prohibited at the CCGC. No exceptions will be granted.
6. Releasing butterflies and/or birds is not permitted at the CCGC. No exceptions will be granted.
7. No plants or flowers are to be picked or removed from the CCGC. No exceptions will be granted.
8. Special effects such as smoke machines are not allowed inside the CCGC. No exceptions will be granted.
9. Prior written approval and verification must be given in regards to electrical equipment to ensure that the CCGC can handle the electrical load. The renter shall work with the Facility Rental Coordinator to determine this verification at least 21 calendar days prior to the event.
10. No food or beverages are allowed inside the Chambers. No exceptions will be granted.
11. No glass beverage containers shall be used at the CCGC. No exceptions will be granted.

SET-UP/BREAKDOWN

1. Breakdown must occur immediately after the event, and all rental and decorating items must be removed the same-day unless prior written authorization is given by the County Manager or designee.
2. All trash and food items (if applicable) must be removed from the space(s) at the conclusion of the event. Renter, vendor(s), and/or sub-contracted vendor(s) will place garbage in the outside dumpster located in the gated area at the back (east side) of the CCGC. Failure to do so will result in additional charges that will be determined by the RPM and will also result in rental privileges being denied in the future.
3. The renter provides all cleaning supplies for breakdown. Clark County will not provide any cleaning supplies.

DELIVERIES

1. All deliveries will start at the time of the set-up time for the event.
2. The only exception to this is a Commissioner Hosted, Commissioner Sponsored, a Clark County Agency/Department, or a Clark County Sponsored Non-Profit Organization event. Other exceptions must receive prior written approval from the County Manager or designee. The Facility Rental Coordinator can assist in gaining prior written authorization.
3. There is no storage available at the CCGC. No exceptions will be granted.
4. A schedule of all deliveries must be submitted to the Facility Rental Coordinator no later than 14 calendar days prior to the scheduled event. The schedule shall include contact information for each delivery and an itemized listing of what is being delivered.
5. Deliveries will not be accepted by any Clark County employee for any renter, vendor and/or sub-contracted vendor. No exceptions will be given.

SITE INSPECTION

1. The renter must do a pre- and post- event site inspection. No exceptions will be granted.
2. The pre-event site inspection shall include the renter, the Facility Rental Coordinator, and all contracted and or sub-contracted vendors. The site inspection must occur at least 14 calendar days prior to the event. The inspection will include a review of the event to include set-up, operation, and breakdown. The County reserves the right to relocate areas for food, drinks, etc., if they are in violation of any laws or policies contained herein. Failure to

comply with this requirement could result in cancellation of the event at the discretion of Clark County. Commissioner Hosted events and Clark County Agencies/ Departments must comply with this section.

3. The post-event site inspection will occur as soon as possible after the event but no later than three (3) calendar days after the event. The post-event site inspection shall include the renter and the Facility Rental Coordinator. Other parties may be invited to the post-event site inspection. The event will be reviewed and any additional fees will be settled then.
4. If a renter has also rented the Amphitheater, the site inspections for any space must still occur.

VENDORS/SUBCONTRACTED VENDORS

1. The renter is responsible for providing the Facility Rental Coordinator a Certificate of Insurance from each contracted or sub-contracted vendor no later than 14 calendar days prior to the scheduled event.
2. All vendors and sub-contracted vendors shall be required to obtain and secure all necessary permits no later than 14 calendar days prior to the scheduled event unless prior written authorization is given by the County Manager or designee. The Facility Rental Coordinator can assist in gaining prior written authorization.
3. The renter must receive written approval from the County at least 14 calendar days prior to the event regarding any entertainment vendors and performers. The renter is encouraged to submit rental requests to the Facility Rental Coordinator sooner rather than later.

EVENT STAFF

1. A list of all event personnel, including caterers, bartenders, security, decorators, pre-approved entertainers, volunteers, etc. must be submitted to the Facility Rental Coordinator at least 14 calendar days prior to the event.

KITCHEN ACCESS

1. No renter, vendor, or sub-contracted vendor shall have access to the Pyramid kitchen facilities. No exceptions will be granted.

ALCOHOL

1. If a renter would like to offer beer, wine, champagne, or hard liquor at an event held inside the CCGC, the renter must contract with a vendor to provide the alcohol. The contracted vendor and their employees must have completed the Alcohol Awareness Beverage Awareness Training from the Techniques of Alcohol Management. The contracted vendor may be required to submit documentation to the facility rental coordinator regarding this requirement. There are no exceptions to this requirement.
2. The renter must guarantee that food will be served at any event where beer or wine is present.
3. The contracted vendor must receive conditional written approval from the County Manager via the Facility Rental Coordinator. Conditional written approval allows the contracted vendor to apply for the appropriate liquor license from the City of Las Vegas no later than 20 calendar days prior to the event. Failure to receive the license before the required deadline set by the City of Las Vegas would void any conditional written approval from the County. If, and when, the contracted vendor obtains the appropriate liquor license, the County Manager or designee will give final written approval in regards to alcoholic beverages being offered inside the CCGC.
4. For specific questions or more information related to liquor licenses, contact the City of Las Vegas' Business Licensing Division at (702) 229-6920, or license@lasvegasnevada.gov.
5. If a renter has rented both the Amphitheater and space inside the CCGC, the renter must comply with the requirements to sell or provide alcohol in the Amphitheater. Alcohol that is purchased in the Amphitheater must be consumed outside, not inside any space in the CCGC. The County Manager or designee would grant any exception to this rule prior to the event. The Facility Rental Coordinator can assist in gaining prior written authorization.
6. Alcohol is also not permitted in any parking lot on the CCGC campus. No exceptions will be granted.
7. Renter shall be responsible for the behavior of any attendee in regards to alcohol consumption. Underage drinking in the CCGC is never permitted, and results in termination of the rental agreement. Any event where underage drinking occurs will result in the loss of renting privileges in the future by the renter, and the vendor(s) and/or sub-contracted vendor(s) will not be allowed at any Clark County facility.
8. If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated immediately, and additional charges may be warranted. The renter would be

banned from renting or vending any Clark County facility in the future. Any vendor(s) and/or sub-contracted vendor(s) would not be allowed at any Clark County facility.

SMOKING

1. Pursuant to Administrative Guideline 13, smoking is prohibited in all county buildings except for posted smoking areas that are designated by the County Manager.
2. Renters, vendors, sub-contracted vendors, and attendees of an event must comply with the posted placards that require smoking to take place at least 20 feet away from any entrances at the CCGC.

PARKING

1. The renter shall work with the Facility Rental Coordinator to submit parking requests and plans at least 14 calendar days prior to the event.
2. If two events are approved to be held at the CCGC campus at once, each event shall work in conjunction with the other to ensure the parking plans are respected. RPM shall ensure that portions of the parking lot are designated for each event.
3. No overnight parking is permitted anywhere on the CCGC campus. This includes any storage in vehicles as no overnight storage is permitted at the CCGC.

ADVERTISEMENTS AND MATERIALS RELATED TO THE EVENT

1. All audio, digital, printed, and visual materials related to the event are subject to written approval by the County before they are in the final printing and/or production stages. The final drafts of the materials must be submitted to the Facility Rental Coordinator at least 14 calendar days prior to the event. The only exception to this rule is a Commissioner Hosted or a Clark County Agency/Department event.
2. The County reserves the right to prevent use of the County logo on any audio, digital, printed, or visual materials related to the event.
3. The Facility Rental Coordinator can provide additional informational material about Clark County for the renter's use. Additional information shall be requested at least 14 calendar days prior to the event.

FURNITURE

1. The movable tables and chairs in the Pyramid may only be used for an event in that space. The Pyramid must be returned to its original state. The tables and chairs shall be cleaned at the conclusion of the event. Renters are encouraged to take photos to ensure that the Pyramid is returned its original state.
2. Upon request from the facility rental coordinator, the renter may be required to provide a layout of the space in the Pyramid room, if the furniture is used.
3. There are no movable tables or chairs available in the Rotunda or Chambers.

PUEBLO CONFERENCE ROOM AND ODC TRAINING ROOMS

The Pueblo Room and the Organizational Development Center (ODC) Training Rooms will not be rented for commercial use. Any further questions shall be directed to the ODC at (702) 455-3179.